
EFFECTIVE

August 1, 2023.

Subject(s)

These policy changes will be reflected in MiSACWIS on 08/21/2023 and will align with implementation of the new Structured Decision Making (SDM) Centralized Intake Assessment tool, effective 08/21/2023.

1. PSM 711-2, Definitions, Responsibilities and Maltreatment Types.
2. PSM 711-3, CPS Categories of Disposition.
3. PSM 711-5, Department Responsibilities and Definitions.
4. PSM 713-01, CPS Investigation - General Instructions.
5. PSM 713-04, Medical Examination and Assessment.
6. PSM 713-08, Special Investigative Situations.
7. PSM 713-11, Assessments.
8. PSM 714-01, Post Investigative Services.
9. PSM 714-5, Maltreatment in Care.
10. PSM 716-7, Cases Involving Substances.

The Front End Redesign initiative, *MiFamily, Stronger Together*, is dedicated to establishing a system rooted in family well-being, prevention, and equity. Efforts include policy and practice enhancements to help keep children and youth safe in their communities, implementation of new tools and strategies to ensure consistency, accuracy, and equity in decision making, and appropriate, timely, and family-centered interventions, if needed.

1) PSM 711-2, DEFINITIONS, RESPONSIBILITIES AND MALTREATMENT TYPES.

Renaming of Policy.

This policy has been renamed, *Definitions, Responsibilities and Maltreatment Types*. Contents include legal definitions, operational definitions, and child abuse/neglect maltreatment types.

Previous content of PSM 711-2.

Contents of prior published policy item have been incorporated into a new policy item, PSM 711-1, CPS Process, which provides a high level overview of CPS program responsibilities.

Threatened Harm.

The definition of Threatened Harm includes new maltreatments:

- Threatened Harm - Physical Injury.
- Threatened Harm - Sexual Abuse.
- Threatened Harm - Sexual Exploitation.
- Threatened Harm - Mental Injury.
- Threatened Harm - Labor Trafficking.
- Threatened Harm - Physical Neglect.
- Threatened Harm - Medical Neglect.
- Threatened Harm - Placing a Child at Unreasonable Risk.

Maltreatment - Mental Injury.

Examples of child impairment/behaviors have been added to help guide case managers in their investigative decision making.

2) PSM 711-3, CPS CATEGORIES OF DISPOSITION.

This policy has been renamed CPS Categories of Disposition and contains case disposition categories as defined in the Child Protection Law. Prior contents of policy provided a high level overview of those persons that fall under the purview of Child

Protection Law and provisions for services that must be provided dependent on the outcome of the CPS investigation. That content has been obsoleted as that information is detailed within other areas of PSM policy including PSM 711-2, PSM 711-4 and PSM 711.

3) PSM 711-5, DEPARTMENT RESPONSIBILITIES AND DEFINITIONS.

This policy is obsolete. Contents of this policy have been moved to PSM 711-2, Definitions, Responsibilities and Maltreatment Types.

4) PSM 713-01, CPS INVESTIGATION - GENERAL INSTRUCTIONS.

Assessment of Vulnerable Child(ren).

Vulnerable child(ren) criteria has been updated to align with language in the revised Structured Decision Making (SDM) Safety Assessment tool, currently under development.

Contact with Children.

- If an alleged child victim is identified after the investigation has been assigned, face-to-face contact with the newly identified alleged child victim must occur within 24 hours if the allegations have not already been addressed per policy requirements with the newly identified alleged child victim as demonstrated in a social work contact. The newly identified alleged child victim must be added to the investigation as an alleged child victim within 24 hours of identification.
- For other (non-victim) children who are in a legal guardianship, it is sufficient to verify their well-being via a phone call to the guardian.

Face to Face Contact by Law Enforcement.

Face to face contact with all alleged child victims must be made by a case manager. If a case manager cannot locate a child or is unable to access a child, law enforcement may make the initial face to face contact. The case manager's efforts to locate and/or access

the child prior to requesting law enforcement assistance must be documented in a social work contact. If law enforcement makes the initial face to face contact, a case manager must make face to face contact with all alleged child victims seen by law enforcement within 24 hours of law enforcement contact to assess safety and well-being and coordinate any necessary safety planning.

Firearms Assessment.

An assessment must be completed and documented in the electronic case record when a case manager becomes aware of a firearm in a home. The goal of this assessment is to evaluate child safety, assist with ensuring child safety, and guide caregivers through the safe storage of firearms.

History and Trends.

- Documentation in the history/trends section of the electronic case record must demonstrate that a search was completed for each required individual. Individual names must be listed.
- A thorough search of history and trends must be completed on the following persons:
 - Legal parent(s) of the alleged child(ren) victim(s) where they were an alleged or confirmed perpetrator or child victim.
 - Putative parent(s) of the alleged child(ren) victim(s) where they were an alleged or confirmed perpetrator or child victim.
 - Legal guardian(s) of the alleged child(ren) victim(s) where they were an alleged or confirmed perpetrator or child victim.
 - Alleged or confirmed perpetrators(s).
 - Alleged or confirmed child(ren) victim(s).

Early On®.

Guidance for referral of children to Early On is now included in PSM 713-01.

Extension and Overdue Investigation Requirements.

For extension requests, a face-to-face contact with each alleged child victim(s) must have occurred within 7 business days prior to supervisory approval of the extension.

Perpetrator Notification.

Some investigations may require both a DHS-847a and DHS-847c be sent to an individual perpetrator. If an individual is confirmed for multiple maltreatments, but only some result in placement on central registry, the DHS-847a must be sent for the central registry placement(s) and the DHS-847c for the confirmed maltreatment(s) that do not result in central registry placement.

Photographs.

Case managers must not take photographs of the child's genitalia, buttocks, or breasts of children at any age.

Assessment of Alleged Injuries

Guidance has been updated to reflect that no child(ren) shall be subjected to a search which requires the child to remove their clothing to expose buttocks, genitalia, or breasts of child(ren), at any age in any setting.

Language change.

The term *caseworker* has been replaced with *case manager(s)*.

Screened Out Referrals

The case manager must review screened out referrals to determine if any new or additional safety planning may be needed based on screened out allegations.

The case manager must document in a social work contact the following:

- Intake ID(s) of screened out allegations.
- Acknowledgement that new allegations have been reviewed.
- Whether additional safety planning is needed.

**5) PSM 713-04,
MEDICAL
EXAMINATION AND
ASSESSMENT.****Vulnerable Children.**

Guidance related to identifying and assessing vulnerable children has been moved to PSM 713-01, CPS Investigation - General Instructions.

Language change.

The term *caseworker* has been replaced with *case manager(s)*.

**6) PSM 713-08,
SPECIAL
INVESTIGATIVE
SITUATIONS.****Threatened Harm.**

Guidance for assessing threatened harm during the course of an investigation has been removed and consolidated into PSM 713-11, Assessments, *threatened harm assesment* section.

Known Perpetrator Moving in with a Family.

This item was removed as a result of guidance provided by Children's Services Legal Division (CSLD) regarding alignment with the Child Protection Law (CPL) and constitutionality.

Language change.

The terms *assigned* and *rejected* have been replaced with *screened in* and *screened out*.

**7) PSM 713-11,
ASSESSMENTS.****Threatened Harm Assessment - Current and Historical Circumstances.**

Guidance on assessing threatened harm has been updated to include clarification on assessing both historical and current instances of threatened harm.

Language change.

The terms *assigned* and *rejected* have been replaced with *screened in* and *screened out*.

8) PSM 714-1, POST INVESTIGATIVE SERVICES.**Firearms Assessment.**

An assessment must be completed and documented in the electronic case record when a case manager becomes aware of a firearm in a home. The goal of this assessment is to evaluate child safety, assist with ensuring child safety, and guide caregivers through the safe storage of firearms.

Ongoing Face to Face Contacts.

- In alignment with promoting safety and appropriate assessment of the family, at minimum, regardless of the risk level, each primary caregiver, victim, and non-victim child(ren) in the family must be seen at least once a calendar month where the family primarily resides.
- At least once every calendar month, a private meeting must be held with the child in the absence of the caregiver/perpetrator. A private meeting allows a case manager to meet individually with a child. The way a case manager conducts a private meeting will depend on the age and developmental ability of the child.

Monthly Case Consultation.

As part of continued re-design efforts, the DHS-1158, CPS Ongoing Supervisory Tool, and DHS-1159, CPS Ongoing Supervisory Guide, have been removed from policy for revision.

Service Agreement.

As the DHS-1105, Family Team Meeting Report, serves as the family's services agreement, this section has been removed and language consolidated within the *Family Team Meeting* section.

Language change.

The term *caseworker* has been replaced with *case manager(s)*.

Screened Out Referrals

The ongoing case manager must review screened out referrals to determine if any new or additional safety planning may be needed based on screened out allegations.

The case manager must document in a social work contact the following:

- Intake ID(s) of screened out allegations.
- Acknowledgement that new allegations have been reviewed.
- Whether additional safety planning is needed.

9) PSM 714-5, MALTREATMENT IN CARE.

Firearms Assessment

An assessment must be completed and documented in the electronic case record when a case manager becomes aware of a firearm in a home. The goal of this assessment is to evaluate child safety, assist with ensuring child safety, and guide caregivers through the safe storage of firearms.

MDHHS Methamphetamine Protocol

The protocol has been obsoleted.

Language change.

The term *caseworker* has been replaced with *case manager(s)*.

10) PSM 716-7, CASES INVOLVING SUBSTANCES.

Infant Plan of Safe Care

This language in this section has been updated to align with the revised Infant Plan of Safe Care Protocol.

Language change.

The term *caseworker* has been replaced with *case manager(s)*.

Reason: State statute updates and Children's Services Administration recommendations.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Changed Items ...

[PSM 711-2](#)
[PSM 711-3](#)
[PSM 713-01](#)
[PSM 713-04](#)
[PSM 713-08](#)
[PSM 713-11](#)
[PSM 714-1](#)
[PSM 714-5](#)
[PSM 716-7](#)

Deleted Items ...

PSM 711-5